

PART IN-505–NON-NRCS ENGINEERING SERVICES
SUBPART B–USE OF NON-ENGINEERING SERVICES

IN505.10 (b) Technical Services

(7) Conservation Contractor Certification

(i.) General

- (a) Conservation contractors are encouraged to become involved in the construction check-out of grassed waterways. Individuals other than partnership employees may assist in construction check-outs. Partnership employees are defined as NRCS and non-NRCS individuals who are working under the technical guidance of the NRCS field engineer. A contractor is an individual who is not a partnership employee and is assisting in the installation of a grassed waterway.
- (b) Contractors wishing to provide construction check-out will be required to demonstrate their ability to produce the necessary supporting documentation. Supporting documentation will take the form as shown in Exhibit No. 1, “Parabolic Waterway Checkout” and Exhibit No. 2, “Trapezoidal Waterway Checkout”.

(ii.) Construction Documentation (Check-out)

- (a) Construction check-out documentation will consist of survey notes in the format shown in Exhibit 1 or 2. The contractor will indicate his certification that the waterway was constructed in compliance with the plans and specifications by signature on these forms.
- (b) Contractors will have demonstrated their ability to document construction check-out when:
 - 1. Two (2) sets of documentation have been submitted to an NRCS Field Office, and
 - 2. The area engineer confirms that the surveys and other items submitted adequately and accurately describe the as-built waterway.

(iii.) Contractor Certification

- (a) Contractors will receive a written certification of their qualifications to check out grassed waterways when:
 - 1. Field Office submits Exhibit No. 1 and No. 2 to the field engineer along with a statement from an employee, with appropriate job approval authority, that the documentation is adequate and accurate, and

2. The field engineer reviews surveys and other related documents and concurs in the recommendation for certification, or returns the recommendation to the Field Office with an explanation for rejection, and
 3. The State Conservation Engineer signs and returns the certification to the Field Office.
- (b) It is intended that the certification document will require the contractor to demonstrate ability in only one county. The certification, issued by the State Conservation Engineer, will serve as proof of demonstrated ability in counties other than the one recommending same.
- (c) Contractor certifications will be issued annually and shall be valid for one year. Certifications shall be reviewed each January by the recommending office. Certifications may be renewed at the recommendation of an NRCS employee familiar with the contractor's work.
- (d) Contractors are encouraged to retain their certification for grassed waterway construction check-out. Contractor's certification will not be renewed if they have not submitted check-out documentation for the previous three (3) years. A Contractor must follow the same procedure for certification reinstatement as initial certification.
- (e) The State Conservation Engineer may revoke a Contractor's certification at any time.
- (iv.) Spot Checking Contractor Documentation
- (a) A minimum of 10% of the grassed waterways installed and checked by any contractor will be spot checked by the field engineer each year. Spot checks shall include surveys and shall be adequate to assure the accuracy of survey notes and other items submitted by the contractor. "Inadequate documentation" shall be defined as documentation that fails to indicate the true condition of the installed grassed waterway and whether or not the construction meets the requirements of the plans and specifications. Field offices shall maintain a list of grassed waterways for which contractors provided documentation in each calendar year and shall indicate which waterways were not spot checked.
- (b) The Field Office shall maintain instances of inadequate documentation for each certified contractor. Instances of inadequate documentation shall accompany the recommendations for certification renewal to the field area engineer. Certification will not be renewed when:
1. Two (2) or more instances of inadequate documentation are noted in any one year, or

2. The number of instances of inadequate documentation reported is more than 20% of the waterways documented by that contractor in the past year.
- (c) When certification is not renewed, it may be regained using the same procedure for initial certification.
- (v.) Maintenance of Certification Letters
- (a) Field offices shall keep a copy of all contractor certifications they recommend. The original is to be given to the contractor. A copy shall be kept by the State Conservation Engineer and field engineer. Partnership employees will not make available to the public any contractor certifications or any list of certified contractors. See Exhibit No. 3 for an example of a contractor certification letter.

Date: _____
Waterway No.: _____

[illegible]

I certify that this grassed waterway has been installed in compliance with the construction plans and specifications.

I certify that this grassed waterway (has) (has not) been seeded according to NRCS specifications.

Contractor _____

GRASSED WATERWAY CONSTRUCTION CHECKOUT REQUIREMENTS

MINIMUM REQUIREMENTS FOR CONSTRUCTION CHECK FOR EACH WATERWAY

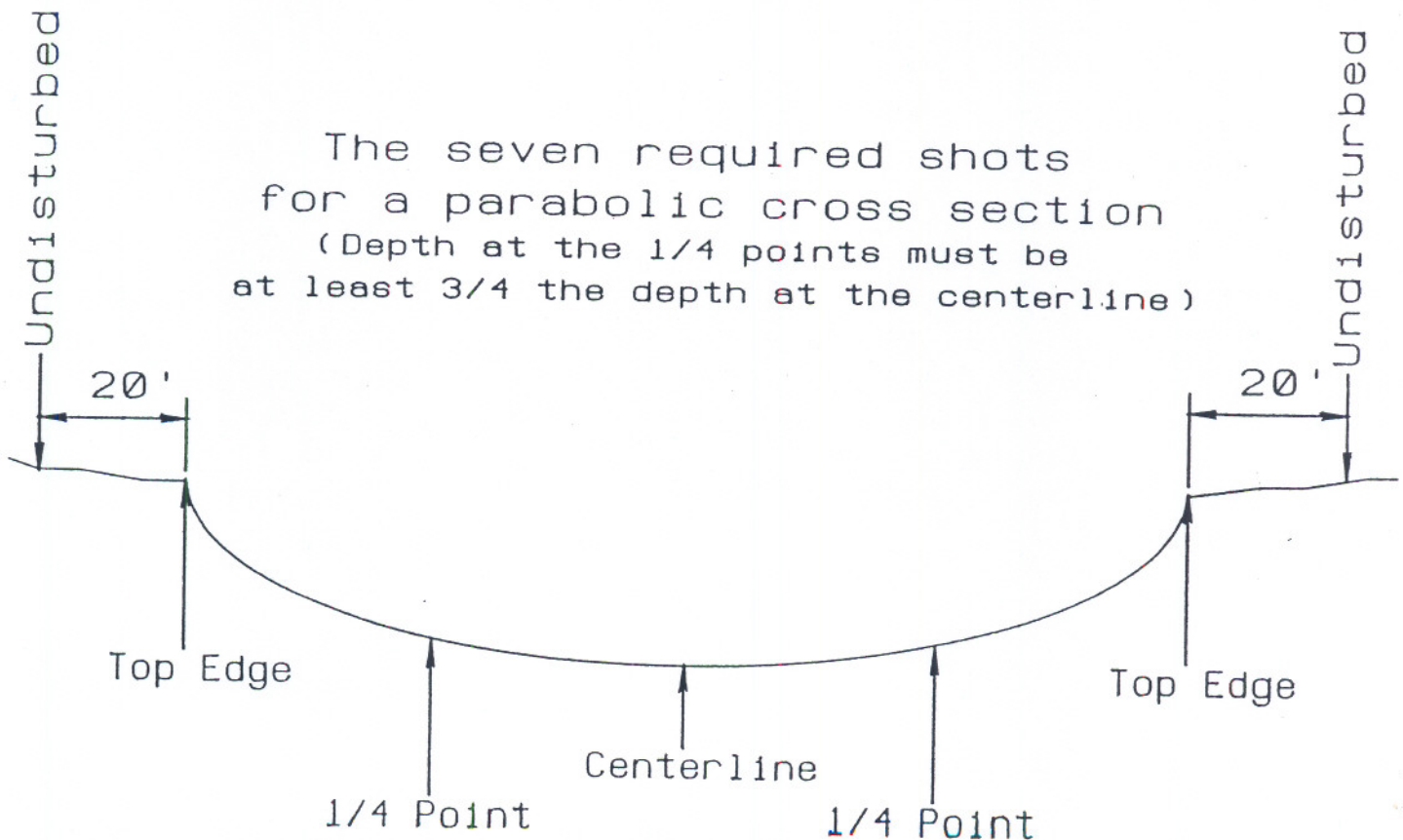
- I. Constructed length
- II. A minimum of one cross section in each design reach (for each design grade of the waterway) not to exceed 300 feet.
- III. Bottom grade per 100 feet and side shot at the lowest top edge.

SURVEY INTENSITY AND METHOD

- I. Waterway length > use a measuring wheel, tape, total station or survey grade GPS to measure horizontal distance.
- II. Cross section > use a level, laser level, total station or survey grade GPS for elevation
> use a tape, rod, total station or survey grade GPS for horizontal measurement
> extend last shot to 20 feet past edge of top
- III. Bottom grade > use a level, laser level, total station or survey grade GPS for elevation

CONSTRUCTION TOLERANCES

- I. Trapezoidal Waterway
Depth at Centerline: Grade to 0.2 foot below
Depth at Toe: Grade to 0.2 foot above
Bottom Width: 10% wider not to exceed 2 feet
- II. Parabolic Waterway
Depth at Centerline: Grade to 0.2 foot below
Top Width: 10% wider not to exceed 5 feet



Date: _____
Waterway No.: _____

[illegible]

I certify that this grassed waterway (has) (has not) been seeded according to NRCS specifications.

Contractor

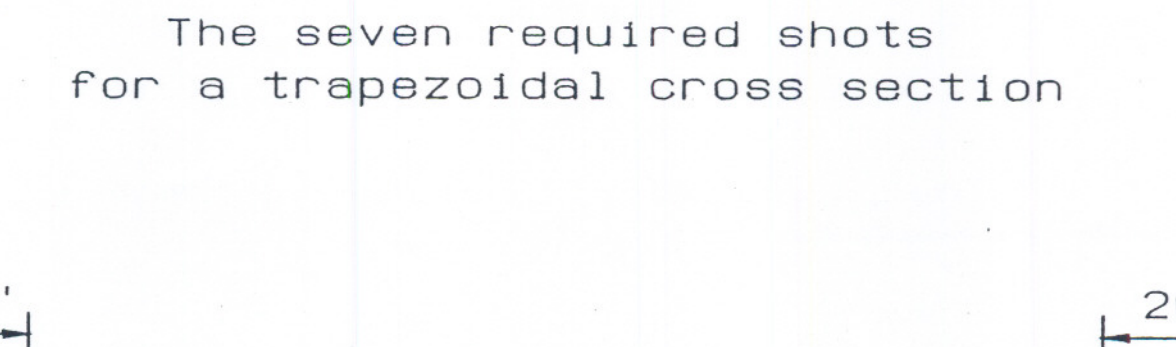
MINIMUM REQUIREMENTS FOR CONSTRUCTION CHECK FOR EACH WATERWAY

- I. Constructed length
- II. A minimum of one cross section in each design reach (for each design grade of the waterway) not to exceed 300 feet.
- III. Bottom grade per 100 feet and side shot at the lowest top edge.

- I. Waterway length
 - > use a measuring wheel, tape, total station or survey grade GPS to measure horizontal distance.
- II. Cross section
 - > use a level, laser level, total station or survey grade GPS for elevation
 - > use a tape, rod, total station or survey grade GPS for horizontal measurement
 - > extend last shot to 20 feet past edge of top
- III. Bottom grade
 - > use a level, laser level, total station or survey grade GPS for elevation

- I. Trapezoidal Waterway
 - Depth at Centerline: Grade to 0.2 foot below
 - Depth at Toe: Grade to 0.2 foot above
 - Bottom Width: 10% wider not to exceed 2 feet
- II. Parabolic Waterway
 - Depth at Centerline: Grade to 0.2 foot below
 - Top Width: 10% wider not to exceed 5 feet

The seven required shots for a trapezoidal cross section



Undisturbed

20'

Top Edge

Bottom Edge

Centerline

Bottom Edge

Top Edge

20'

Undisturbed



United States
Department of
Agriculture

June 4, 2001

Natural
Resources
Conservation
Service

6013 Lakeside Blvd.
Indianapolis, IN
46278-2933
(317) 290-3200
FAX 290-3225

Mr. Joe Contractor
B & B Excavating, Inc.
1127 S. CR 200 E.
Anywhere, IN 44444

Dear Mr. Contractor,

You are hereby certified to provide construction checkout of grassed waterways. You have demonstrated the ability to adequately and accurately provide the required documentation to indicate that waterways constructed by your company are in compliance with NRCS plans and specifications.

This certification is approved for calendar year 2001 only. Certification will be re-issued each January after a spot check of your work during the previous year has been made. This certification will not be renewed if:

1. Two (2) or more instances of inadequate documentation are noted in any one year, or,
2. The number of instances of inadequate documentation reported is more than 20% of the waterways documented by you in the past year.

Also, this certification will not be renewed if you fail to submit checkout documentation in three (3) previous years.

Congratulations on behalf of the soil and water conservation partnership.

Sincerely,

JAMES L. SELL, P.E.
State Conservation Engineer